

Comparisons of Job Characteristics

Focus Occupation: [First-Line Supervisors of Non-Retail Sales Workers \(41-1012\)](#)

Associated Occupation: [Administrative Services Managers \(11-3011\)](#)

[Compare Knowledge](#)

[Compare Skills](#)

[Compare Abilities](#)

[Compare Detailed Work Activities](#)

[Compare Tools and Technologies](#)

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

Knowledge

Similarity of Focus Occupation to Associated Occupation: 76

Focus Occupation: First-Line Supervisors of Non-Retail Sales Workers (41-1012)

Associated Occupation: Administrative Services Managers (11-3011)

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation
Clerical	7.3	19.0	9.8	<< Extensive education and/or training may be required
Customer and Personal Service	11.3	17.5	14.9	< Expanded education and/or training may be required
Administration and Management	8.4	13.5	13.4	0 Current knowledge level may be sufficient
Personnel and Human Resources	5.6	12.7	12.4	0 Current knowledge level may be sufficient
Economics and Accounting	4.4	12.3	13.3	0 Current knowledge level may be sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Skills

Similarity of Focus Occupation to Associated Occupation: 93

Focus Occupation: First-Line Supervisors of Non-Retail Sales Workers (41-1012)

Associated Occupation: Administrative Services Managers (11-3011)

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation
Coordination	9.1	12.2	12.3	0 Current skill level may be sufficient
Time Management	8.9	11.5	12.5	0 Current skill level may be sufficient
Negotiation	6.8	10.6	11.4	0 Current skill level may be sufficient
Management of Personnel Resources	6.9	10.5	12.6	> Skill level is likely sufficient
Management of Material Resources	3.7	7.3	8.1	> Skill level is likely sufficient
Management of Financial Resources	3.3	6.9	8.1	> Skill level is likely sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Abilities		Similarity of Focus Occupation to Associated Occupation: 94			
Focus Occupation: First-Line Supervisors of Non-Retail Sales Workers (41-1012) Associated Occupation: Administrative Services Managers (11-3011)					
Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Oral Comprehension	12.5	13.6	13.9	0	Current ability level may be sufficient
Written Comprehension	11.0	13.3	12.1	0	Current ability level may be sufficient
Written Expression	9.8	13.3	12.1	0	Current ability level may be sufficient
Speech Recognition	9.9	10.8	13.9	>>	Current ability level is likely more than sufficient
Time Sharing	6.6	7.4	4.3	<<	Extensive improvement in abilities may be required
Memorization	5.6	6.4	6.2	0	Current ability level may be sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Activities that Both Occupations Have in Common		Similarity of Focus Occupation to Associated Occupation: 81
Focus Occupation: First-Line Supervisors of Non-Retail Sales Workers (41-1012) Associated Occupation: Administrative Services Managers (11-3011)		
Work Activities	Exclusivity of Activity	
Assign work to staff or employees	30	
Conduct or attend staff meetings	47	
Consult with managerial or supervisory personnel	60	
Direct and coordinate activities of workers or staff	3	
Hire, discharge, transfer, or promote workers	47	
Order or purchase supplies, materials, or equipment	35	
Oversee work progress to verify safety or conformance to standards	49	
Prepare rental or lease agreement	89	
Prepare reports	8	
Purchase office equipment or furniture	89	

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Tools and Technologies that Both Occupations Have in Common

Similarity of Focus
Occupation to Associated
Occupation: n/a

Focus Occupation: First-Line Supervisors of Non-Retail Sales Workers (41-1012)

Associated Occupation: Administrative Services Managers (11-3011)

Tools and Technologies

Exclusivity

Tools and technology data is unavailable for one or both occupations.

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.